

**LOCAL EMERGENCY PLANNING COMMITTEE**  
Knox County EMA- 301 Park St.-Rockland, ME 04841  
Web Site: [www.knoxcounty.gov/ema](http://www.knoxcounty.gov/ema)

4/2/2013 LEPC Meeting

A quorum was present and the meeting was called to order at 1030 by Andrew Hart, LEPC Chairman in the EMA Office at 301 Park St.

Meeting Attendees:

Wally Tower	Rockland Police	Laurie Beckwith	PBMC
Justice Yanik	Lyman Morse	Jeremy Pare	Lonza Rockland
Andrew Hart	Knox County Administrator	Linwood Lothrop	KRCC
Foner Curtis	Lonza, Rockland	Robert Gardner	MEMA
Donna Allen	Knox Cty Administrative Assist.	Ray Sisk	Knox Cty EMA

- Foner Curtis made the motion to accept the minutes of the 12/4/13 and seconded by Laurie Beckwith. All were in favor.

**Secretary's Report:**

Correspondence:

- Received Tier 2's since 2/5/13 from the following: Alternative Oil, Americanus LLC, Aqua Maine-Camden/Rockland, A&B Welding (BM Clark), DOT Washington, Dragon Products, EIC, Inc. – DBA Prompto 10 Minute Oil Change, Fair Point (Camden, Rockland, Tenants Harbor and Thomaston), Fisher Engineering, Flint Enterprises- Park St. Laundermout, FMC Bio Products, George C. Hall & Sons, Kips Seafood, Kalloch Fuels (Rockland, Rockland Harbor Plaza, Rockport-Samoset, Camden Farmers Union), Knox Center for Long Term Care, Lonza-Rockland, Lowe's of Thomaston, Maine Ferry Service (Rockland, North Haven & Vinalhaven), Maritime Energy (Short St. Warren, Rockport, Upper Park St, Rockland), Mid Coast School of Tech, North End Composites, Nouria Energy-Thomaston Lil Mart, Pen Bay Medical Center, RH Reny's, Matinicus Plantation Electric Co., Midcoast Cinemas (Flagship), Rockland Marine Corp., Rockland Public Works, Rockland Solid Waste, Rockland WWTF, Spruce Head Fisherman's Co-Op, Spruce Head Marine, The Church of Jesus Christ of Latter Day Saints, The Lane Construction (Washington), US Coast Guard Station Rockland, UPS Rockland Center, US Cellular (Camden, Owls Head, Warren, Volunteers of American Rocky Coast House, Maine State Prison, The Home Depot and Midcoast Recreation Center.
- E-mail from Robert Gardner stating the A&B Welding formerly BM Clark did not have to report as they have only 275 gallon fuel oil tank. They heat with wood.
- E-Mail from Robert Gardner – TRI Outline Training Modules (<http://www.epa.gov/tri/training/index.htm>).
- Letter from Rockport Marine stating that they are not subject to chemical inventory reporting requirements as they have no hazardous chemicals above the 10,000 lbs. reporting quantity.
- Letters were sent to the following facilities that have not yet reported for 2012: Owls Head Transportation Museum, Rockland Airport Partners, RSU 13, Tolman Pond Market, Vinalhaven Fisherman's Co-op, Camden Hills Schools, Rockland Landings Marina, Knox Mill Building #6, Marriners, Mid Coast Recreation Center, O'Hara Corp., Hampton Inn & Suites, Knox County Jail, Ferraiolo Construction, Camden Public Works and Applebee's.
- There was discussion on the past due fee from those facilities that have not sent their Tier 2's in. Foner Curtis and made the motion to write a letter to SERC about additional fee after the dead line of the Tier 2 reporting date, and Linwood Lothrop seconded the motion. All were in favor. Ray & Donna will work on the letter.

**Treasurer's Report:**

Received January 2013: Grant Reimbursements, LEPC Stipend - \$50.00; HM 8033 \$219.74; HM 8049-\$9533.00; HM 8050-\$2431.05; HM 8052-\$167.91; HM 8054-\$896.56; HM 8057-\$1025.41; December Interest -\$5.30 and January 2013 Interest \$4.85

Received February 2013: Grant Reimbursements: LEPC Stipend: \$1295.61; HM 8041 \$120.00; HM 8057- \$2769.09; February 2013, Interest - \$6.61.

Bills pd out in January 2013: Personal Services: \$367.53; General Operating Expenses: \$21.49; HMG 8033 \$219.74; HM 8049: \$1352.12; HM 8052-\$167.91;HM 8054-\$896.56; HM 8057-\$1742.24

Bills pd out in February 2013: Personal Services: \$367.34; General Operating Expenses: \$51.98; HM 8049; \$5246.94; HM 8050; \$2177.86; HM 8057-\$2047.25;

LEPC Operational Fund balance as of 28 February 2013 \$ 6.13

Grant and other fund balances as of 28 February 2013 \$ 2554.93 (audit is not an allowable expense)

Total balance in checkbook as of 28 February 2013 \$ 2561.06

The motion was made by Laurie Beckwith to accept the Treasurer Report as presented and Foner Curtis seconded. All were in favor.

#### **Training updates:**

April 2, 2013	402 Course Noon & 5 PM	301 Park St.	Ray Sisk, Instructing
April 10, 2013	CART Exercise @ Warren Community School	Warren	
April 8-11, 2013	Chainsaw Training for PW	301 Park St	
April 17, 2013	EMD Response Guidelines Training & MCI Emergency Plan Review	301 Park St	
April 23 & 24, 2013	Partners in Emergency Preparedness Conference	Augusta Civic Center	

Chair Hart asked for an email about the 402 course to let municipals about this course. Rockport requested a 402 Class for their selectmen.

#### **Old Business:**

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- New county website online! [www.knoxcountymaine.gov/lepc](http://www.knoxcountymaine.gov/lepc). Continue to need your input for LEPC Content.

#### **New/Miscellaneous Business:**

- 2012 Knox County Hazard Mitigation Plan Update has been formally approved by FEMA in February 2013 and distributed to all towns except 4 towns and they will be mailed out. The 5 year life started on February 5, 2013 and will be starting the process of background work in 2014 for the next version.
- LEPC Operational Budget Discussion:

- Compensation for Donna

Last year her compensation for EMA was \$18.54. LEPC voted to compensation her at \$16.02 an hour. The coming year 2013-2014 year Donna's rate for EMA is \$19.23 an hour and there is no way the LEPC can pay her this amount. If you change nothing with our operational budget for contractual and commodities and we were to pay Donna at her EMA rate we would have a funding delta of about \$1500.00 this year that we would not be able to cover without some relief or some additional funding from some place. If we keep status quo then we still would have about a \$600.00 delta between what the proposed stipend for the next operation year would be. The proposal is based on a fully funded \$150,000.00 state wide LEPC stipend budget. Our stipend budget is \$5273.00. The only way to increase the funding without going back and asking for special funding like we did last year, we would 1<sup>st</sup> we would need to increase the population to the County, and 2nd to increase our filings ( increase our Tier 2's and EHS facilities) or 3<sup>rd</sup> decrease our expenses including Donna's compensation. She is being paid by EMA to do a lot of LEPC work. Ray has asked her to keep the hours that she works on LEPC and she is working LEPC more than 5 hours a week. To a degree because the LEPC and EMA complimentary mission, we benefit from each other's existence and Ray can rationalize that is probable ok. But it the delta for the basic LEPC time that paying her for and our basic LEPC operating expenses that he has hard time with. There is only a couple of ways to cover those costs. Cutting Donna's time, the mission is still there and it still has to be done and shifting the cost from LEPC to EMA. That leaves us to make sure that all the facilities should report do so. Donna, I, Robert and Faith can't do it all; it has to be the members of the LEPC to help out. Ray is asking the help from the LEPC Members. Robert explained several things about how SERC came up with the budget. There was discussion on this issue. There was discussion on having a fee for the Tier's 2 for those didn't report prior to March 1, of every year. This could also be included in the letter that is being written for requesting additional funds to SERC. In the letter suggest ways on how to improve facility compliance. To

make sure that your facility reports on time here some suggestions to encourage doing that. We would need to get the late fee come to the Knox County LEPC if we were to go and do the work. But if State did the work then they would get the late fee which would not help us at all. These different ideas should be included into the letter that is to go to SERC.

- Funding Annual Audits

Audit fees are not covered by SERC as they are not required. It was discussed on how to cover the future and past fees. 2 Options – County set up a line item in the budget for Audits or 1% of special account up front. \$770.00 will come back into LEPC operational funds from a special account. Ray, Andy and Kathy will be talking with Ron and Lynette from MEMA about how to handle administrative fees from grants and the back money Andy will talk to Kathy about.

- 2013-2014 LEPC Workplan Development (Target date to complete final is 6/4/13)

Ray spoke about the LEPC Workplan and said that if you had any suggestions please let Ray or Donna know thru e-mail and wants to have the LEPC Workplan ready for signature and mail it to SERC. Also any requests must be sent in as the next meeting of SERC in July 2013.

- Next regular LEPC meeting will be June 4, 2013 at 10:30 AM, at the Knox County EMA Office @ 301 Park St.
- Ray Sisk made a motion and Foner Curtis seconded the motion to adjourn. All in favored.

Meeting Adjourned: 12:05 PM

Respectfully submitted,

*Donna Allen*

Donna Allen

LEPC Secretary